



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT GSO CLERK / TRAVEL ASSISTANT

Announcement Number: 09-24

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- OPEN TO:** All Interested Candidates
- POSITION:** **GSO Clerk / Travel Assistant** (*Position # 100190*)
- OPENING DATE:** Monday, August 31, 2009
- CLOSING DATE:** Monday, September 14, 2009 or until filled
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:**
- For persons Ordinarily Resident (OR*) in Bahrain: BD 5,835/year (BD 486.250/month) starting salary, including allowances (position grade **FSN-05**). Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration
 - For EFM*s* and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade **FP-09**; salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC
- BENEFITS:** Excellent working conditions; 5-day workweek; annual pay for performance increase; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development

The American Embassy in Manama is seeking candidates for employment as a GSO Clerk / Travel Assistant in the Embassy's General Services Office (GSO).

BASIC FUNCTION OF THE POSITION

The incumbent performs a wide range of clerical and administrative duties for the GSO Office, such as: drafts correspondence, orders expendable supplies, distributes mail, assists phone and walk-in customers, manages GSO office files, prepares official mobile phone requests, liaises with Batelco to provide telephone and internet connection and billing assistance, assists newly arrived personnel with compound-specific utilities information and resolves any related issues, reviews utilities bills for accuracy and submits for payment, serves as sub-cashier, distributes and reconciles cash for small purchases. As Travel Assistant, processes and tracks official travel visas requests, obtains accommodation, transportation and expediting services through various hotels and travel services, obtains documentation for and distributes official travel tickets, and processes airport pass requests.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion secondary (high) school is required.
- 2. Experience:** At least two years of clerical experience in a fast-paced office environment is required.
- 3. Language:** English speaking/reading level 3 (proficient) and Arabic speaking/reading Level 2 (basic /elementary) is required.
- 4. Knowledge:** Knowledge of office management practices, travel management and basic mathematics for cashiering is required.

5. Abilities & Skills: Excellent customer service and interpersonal skills are required. A high level of proficiency with computers and computer applications is required, specifically MS Word and Excel.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFM who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 09-24

American Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION IS MONDAY, SEPTEMBER 14, 2009-or-Until filled

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT: GNavadel, HRO: JDavies, FMO: RDailey, GSO: SGist